

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date of the letter].

I want to express my gratitude for the opportunities I have received during my time at [Company's Name]. I have enjoyed working with you and the team, and I appreciate the support and guidance I have received.

Please let me know how I can assist during the transition.

Thank you once again for everything.

Sincerely,  
[Your Name]